4343-PS303-18

Box Operator

User's Guide

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About this Product

Box Operator is software that adds functions to Windows Explorer allowing you to access scan or fax files in a box on a multifunctional product and manage the files, such as retrieving, deleting or renaming them.

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Dialog boxes

The dialog boxes shown in this manual are those that appear in Windows XP.

Note

The dialog boxes that appear in this document may differ from those that appear on your computer, depending on the installed devices and specified settings.

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1 Introduction

1.1 System requirements

In order to use Box Operator, the following software must be installed on the computer.

- Adobe Reader or Adobe Acrobat
- Other software required for managing and editing images
  In addition, the computer must meet the following requirements.

Operating system	Windows XP Home Edition (32bit) (SP3 or later) Windows XP Professional (32bit) (SP3 or later) Windows Vista Home Basic (32bit/64bit) (SP2 or later) Windows Vista Home Premium (32bit/64bit) (SP2 or later) Windows Vista Business (32bit/64bit) (SP2 or later) Windows Vista Enterprise (32bit/64bit) (SP2 or later) Windows Vista Ultimate (32bit/64bit) (SP2 or later) Windows 7 Home Basic (32bit/64bit) (SP1 or later) Windows 7 Home Premium (32bit/64bit) (SP1 or later) Windows 7 Professional (32bit/64bit) (SP1 or later) Windows 7 Enterprise (32bit/64bit) (SP1 or later) Windows 7 Ultimate (32bit/64bit) (SP1 or later) Windows 8 (32bit/64bit) / Windows 8.1 (32bit/64bit) Windows 8 Pro (32bit/64bit) / Windows 8.1 Pro (32bit/64bit) Windows 8 Enterprise (32bit/64bit) / Windows 8.1 Enterprise (32bit/64bit) Windows Server 2003, Standard Edition (32bit) Windows Server 2003, Enterprise Edition (32bit) Windows Server 2008 Standard (32bit) (SP2 or later) Windows Server 2008 Enterprise (32bit) (SP2 or later) Windows Server 2008 R2 Enterprise (64bit) (SP1 or later) Windows Server 2008 R2 Standard (64bit) (SP1 or later) Windows Server 2012 Standard (64bit) Windows Server 2012 R2 Standard (64bit)
Computer	PC/AT compatible machine installed with a Pentium4 1.6 GHz or higher
Memory	256 MB or higher
Network	Computer with TCP/IP protocol settings correctly specified
Hard disk	50 MB of available hard-disk space

Refer to the Readme file for the latest information about the operating environment.

1.2 Restrictions

Depending on the multifunctional product being used, some Box Operator functions may not be available. For details, refer to the support information for your multifunctional product.

A maximum of 30 computers can be connected using Box Operator to a single multifunctional product.

2 Installing Box Operator

Follow the procedure described below to install the software.

2.1 Installation procedure

Note

Before installing the utility, be sure to log in with Administrator privileges.

To install the software

1 Start the installation program (Setup.exe).

The "User Account Control" dialog box will appear.

2 Click [Yes].

3 Afterward, follow the directions that appear on the screen.

The installation will start, and the necessary files will be copied.
After all the files have been copied, a message appears indicating that installation has been completed.

4 Click [Finish].

Box Operator is installed.

Detail

Separate MSI-based installers have been prepared for this software.

When an MSI-based installer is used, the software can be automatically distributed, and can be installed automatically in the Active Directory environment.

For details, contact your service representative.

2.2 Uninstalling

The Box Operator can be uninstalled using either of the following two methods.

- Using "Add or Remove Programs"
- Using "Setup.exe" again

Note

Before uninstalling, quit the Box Operator.

3 Explore Window Settings

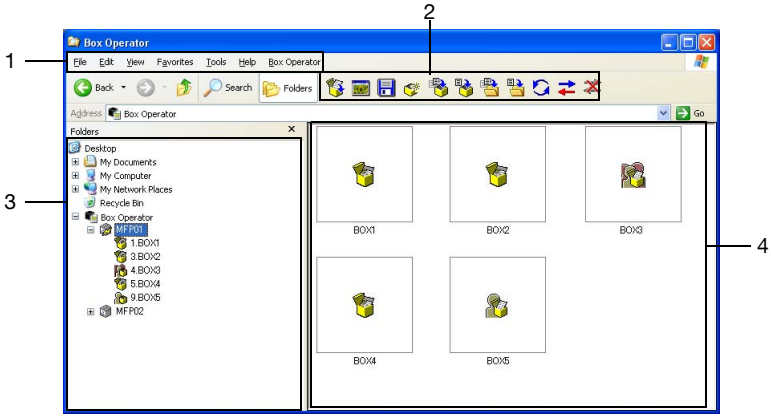
This section provides detailed descriptions of the Explore Window that appears when Box Operator is started up. For details on starting up Box Operator, refer to “Connecting to the Multifunctional Product” on page 4-1.

...

Reminder

If Windows Vista is being used, the menu bar may not appear. Display the menu bar before using the software.

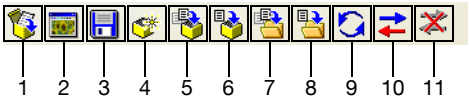
3.1 Explore Window



No.	Item Name	Description
1	Menu bar	Use the following menus in Windows Explorer. • File: Contains commands for performing box and document operations and for exiting Box Operator. • Edit: Contains commands for editing boxes and documents. • View: Contains commands for changing the display format. • Box Operator: Contains commands for registering multifunctional products and specifying Box Operator settings.
2	Toolbar	Click a button to use the available function. For details, refer to “Toolbar” on page 3-2.
3	Tree pane	The registered multifunctional products and their boxes appear in a hierarchical structure.

No.	Item Name	Description
4	List pane	Displays the contents of the item selected in the tree pane. The display switches between the box view and document view, depending on the selected item. • Box view: Display when a multifunctional product is selected in the tree pane; The list of boxes specified on the multifunctional product is displayed. • Document view: Display when a box is selected in the tree pane; The list of documents saved in the box is displayed. The items can be displayed as icons, a list, a detailed list, tiles (large icons) or thumbnails. For details, refer to “Displaying Boxes” on page 5-1 and “Displaying documents” on page 6-1.

3.1.1 Toolbar



No.	Button Name	Description	Page Reference
1	Open	Opens the selected item.	“Opening Documents in a Specific Application” on page 6-8
2	Open With Box Operator Viewer	Opens the selected document in the Box Operator viewer.	“Opening Documents in the Box Operator Viewer” on page 6-5
3	Save As	Saves the selected document with a specified name.	“To save a document onto the computer” on page 6-11
4	Create User Box	Creates a new box on the connected multifunctional product.	“Creating Boxes” on page 5-4
5	Copy to user box	Copies the selected document to a different box on the connected multifunctional product.	“Copying Documents to Other Boxes” on page 6-15
6	Move to user box	Moves the selected document to a different box on the connected multifunctional product.	“Moving Documents to Other Boxes” on page 6-16
7	Copy to Folder	Copies the selected document to a folder on the computer.	“To save a document onto the computer” on page 6-11
8	Move to Folder	Moves the selected document to a folder on the computer.	“To save a document onto the computer” on page 6-11
9	Refresh	Updates the contents of the tree pane and the list pane.	(None)
10	Open	Connects to a registered multifunctional product.	“Connecting to the Multifunctional Product” on page 4-1
11	Close	Cuts the connection to the connected multifunctional product.	“Disconnecting From a Multifunctional Product” on page 4-12

3.1.2 Icons

The icons displayed in the main window and the various dialog boxes have the following meanings.

...

Reminder

The icon for the application related to the document is displayed in document view.

Icon	Description
	Disconnected multifunctional product
	Connected multifunctional product
	Public user box
	Opened public user box
	Personal user box
	Opened personal user box
	Group user box
	Opened group user box

3.2 Box View

The list of boxes specified on the connected multifunctional product is displayed in the list pane.

...

Reminder

The format for displaying items in the list pane can be changed. For details, refer to "Displaying Boxes" on page 5-1.

...

Note

If a search is performed from Windows Explorer, a box cannot be found.

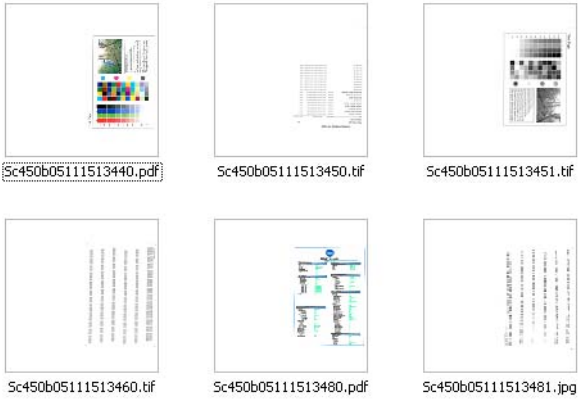
3.3 Document View

The list of documents saved in the connected box is displayed in the list pane.

...

Reminder

The format for displaying items in the list pane can be changed. For details, refer to "Displaying documents" on page 6-1.



...

Note

If a search is performed from Windows Explorer, a file in a box cannot be found.

4 Connecting to the Multifunctional Product

To connect to a multifunctional product

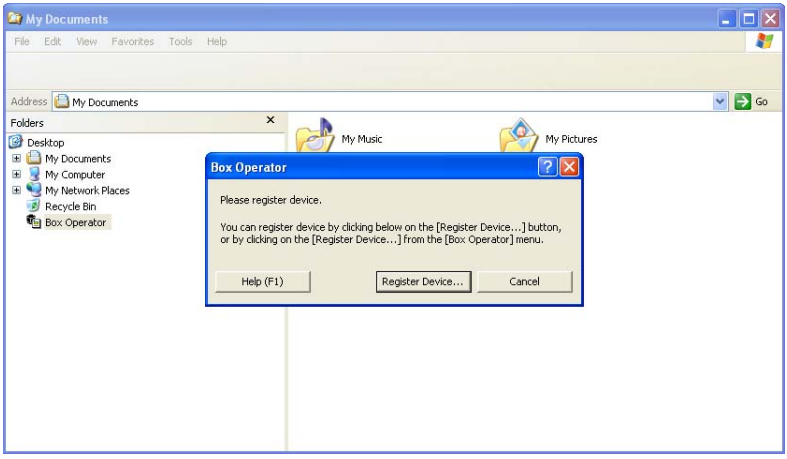
Start up Box Operator, and then display the data in the box on the connected device.

This procedure describes the operation when the Box Operator is first started.

1 In the [Start] menu, point to [MFP Utility], then [Box Operator], and then click [Box Operator].

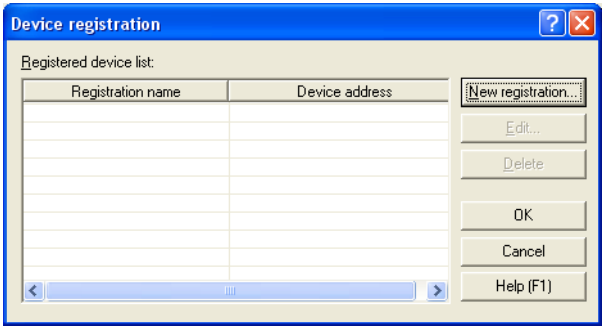
- For detailed descriptions of the main window, refer to “Explore Window Settings” on page 3-1.
- If a multifunctional product is already registered, select the multifunctional product to be connected to. Continue with step 6.

The software starts up and the main window appears.



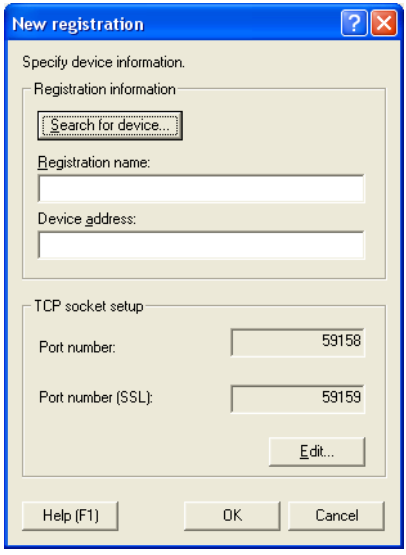
2 Click [Register Device].

The Device registration dialog box appears.



3 Click [New registration].

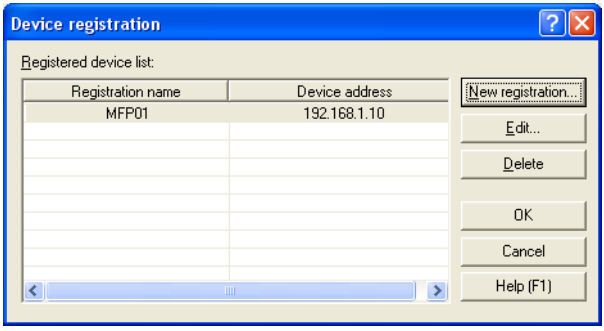
The New registration dialog box appears.



4 Type in the name and address of the multifunctional product, and then click [OK].

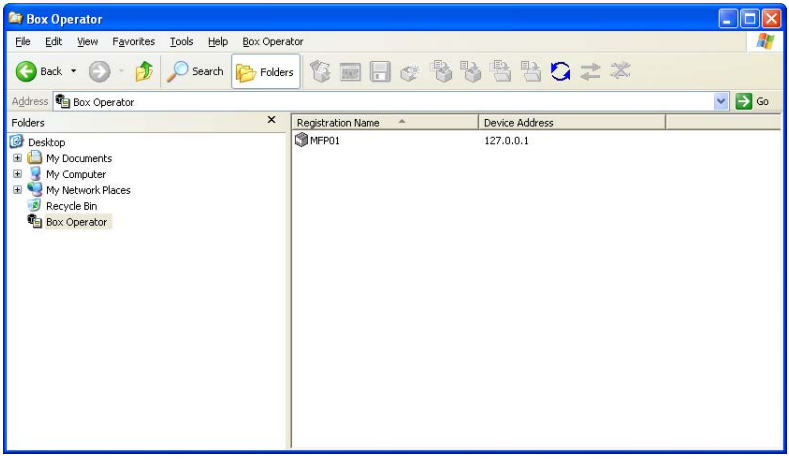
– The information can be entered by searching for a connection. Click [Search for device] to display a list of multifunctional products on the network.

The multifunctional product is registered in the Device registration dialog box.



5 Click [OK].

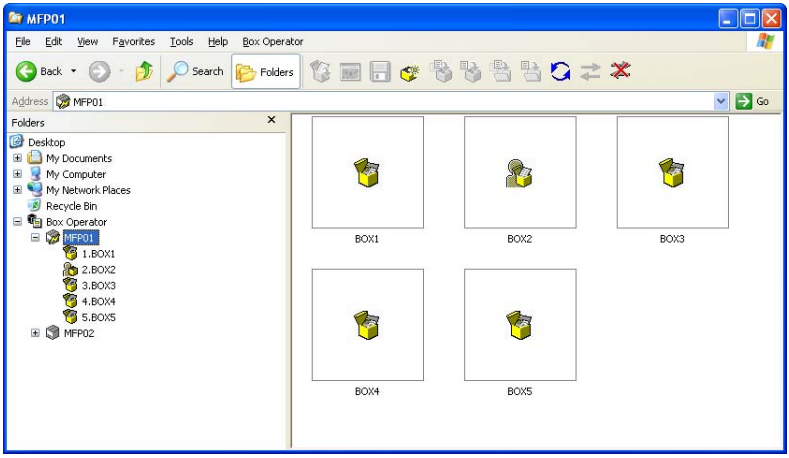
The Device registration dialog box is closed.



6 Double-click the icon for the multifunctional product in the tree pane.

– Click the icon for the multifunctional product, and then click [Connect] in the [Box Operator] menu to display the Connect dialog box.
– If user authentication or account track settings have been specified on the multifunctional product to be connected to, the corresponding authentication dialog box appears. For details, refer to “With user authentication” on page 4-6 and “With account track” on page 4-8.
– A maximum of 30 computers can be connected using Box Operator to a single multifunctional product.

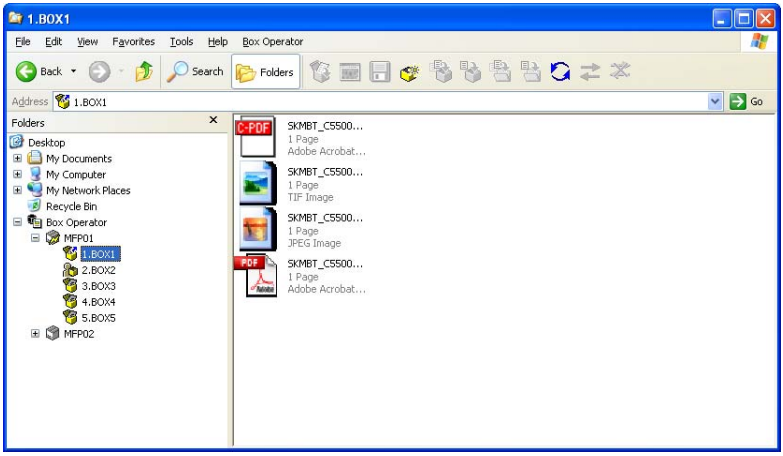
If a successful connection was established, the list of boxes appears in the list pane.



7 In the list pane, double-click the name of the box to be connected to.

– If the box requires a password, type the password into the "Password" box. If you do not have the password, contact the machine administrator.
– When Memory RX user box is accessed with a Public user login, a dialogue may be displayed where the User Name will be required to be entered. Please enter user name in this case. This user name can be verified in Communication List of the device's FAX history. Please contact the administrator for details.

The list of documents saved in the box is displayed.



4.1 With user authentication

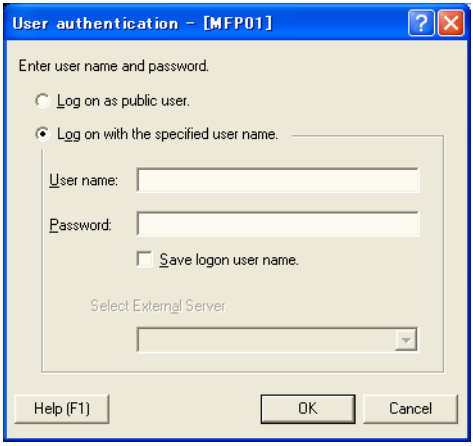
When connecting to a multifunctional product, the User authentication dialog box may appear.

The user name and password specified for user authentication must be entered.

For details, consult with the machine's administrator.

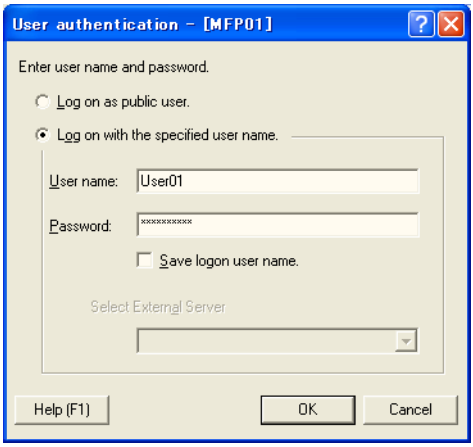
To perform the user authentication operation

1 Select "Log on with the specified user name.".



- If user authentication was set to allow a public user, this scan function can be used without entering a user name and password. Select "Log on as public user.".
- To save the entered information, select the "Save logon user name." check box. This allows the machine to be accessed the next time without entering the user name.

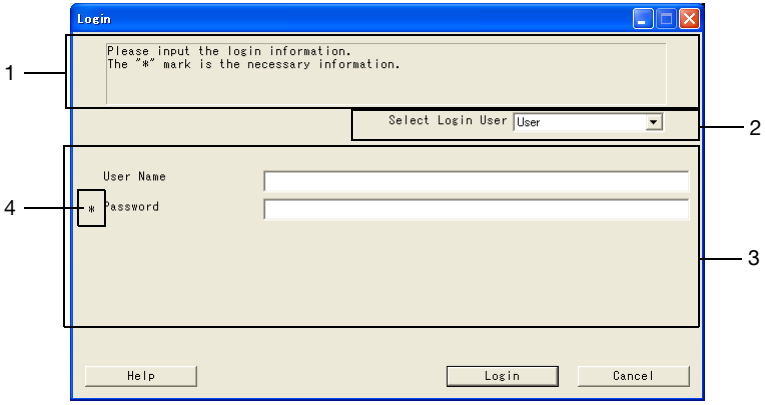
2 Type in the user name and password, and then click [OK].



4.1.1 When the Custom Login dialog box appears

If "Intermediate server authentication" was selected as the user authentication mode on the multifunctional product, the Custom Login dialog box appears.

Type in and select the necessary settings in order to connect to the multifunctional product by clicking the [Login] button.



No.	Description
1	A login message from the system administrator is displayed.
2	Select the type of user that is to log in.
3	The settings necessary for logging in appear. The settings necessary for logging in differ depending on the settings specified by the system administrator.
4	Settings must be entered for the parameters marked with "*".

...

Reminder

For details on the settings, contact the system administrator.

4.2 With account track

When connecting to a multifunctional product, the Account management dialog box may appear.

The account name and password specified for account tracking must be entered.

For details, consult with the machine's administrator.

To perform the account track operation

1 Type in the account name and password.

– To save the entered information, select the "Save logon account name." check box. This allows the machine to be accessed the next time without entering the account name.

2 Click [OK].

Account management - [MFP01]
Enter account name and password.
Account name:
service
Password:
****
Save logon account name.
Help (F1)
OK
Cancel

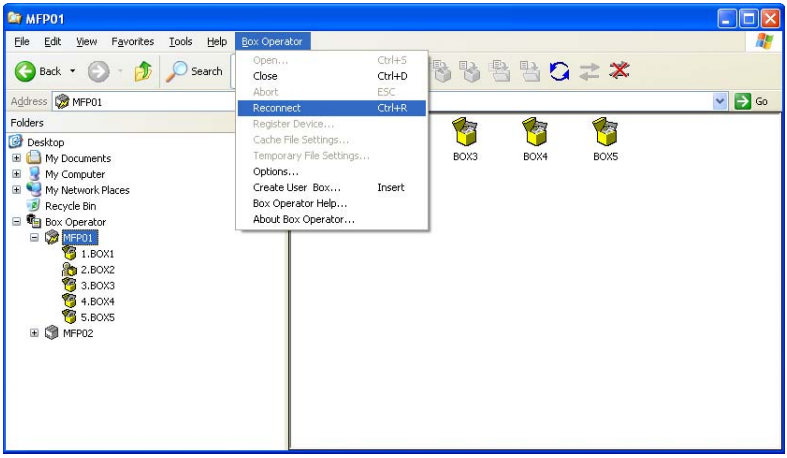
4.3 To view the status of the connection

Information and the status of the connected device can be viewed.

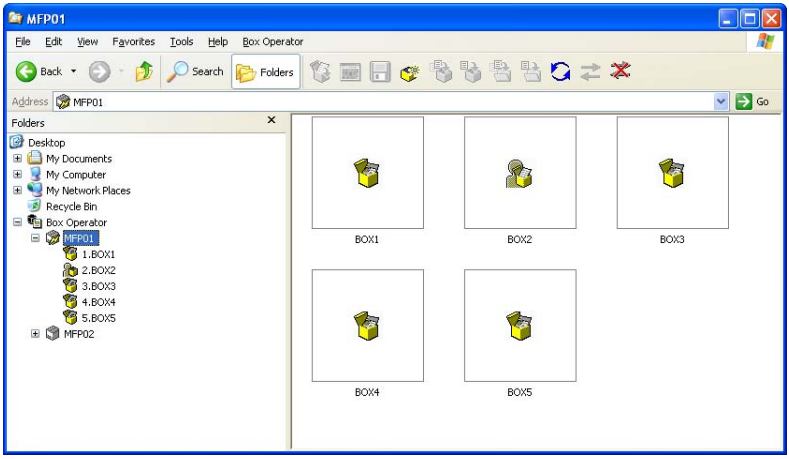
If settings have been specified for user authentication to be performed by the external server, authentication may take some time and a connection error may occur. If an error occurs, select this command if data cannot be transferred correctly with the machine.

To reconnect to a multifunctional product

1 On the [Box Operator] menu, click [Reconnect].



2 Check the status of the connection.



4.4 To connect to a different box

Perform any of the following operations to change the box to be connected to.

- Select the icon for a box in the tree pane, and then wait the specified length of time.

Reminder

Settings can be changed to change the box by selecting a box icon in the list pane and pressing the [Enter] key in the keyboard. For details, refer to "Options" on page 7-5.

4.5 Disconnecting From a Multifunctional Product

Perform any of the following operations to cut the connection to the connected multifunctional product.

- Click [Close] on the [Box Operator] menu.
- Right-click the icon for the multifunctional product, and then click [Close].
- Click [Close] in the toolbar.

To disconnect from the multifunctional product by using a command on the [Box Operator] menu

1 On the [Box Operator] menu, click [Close].

A message appears, requesting confirmation to cut the connection.

2 Click [Yes].

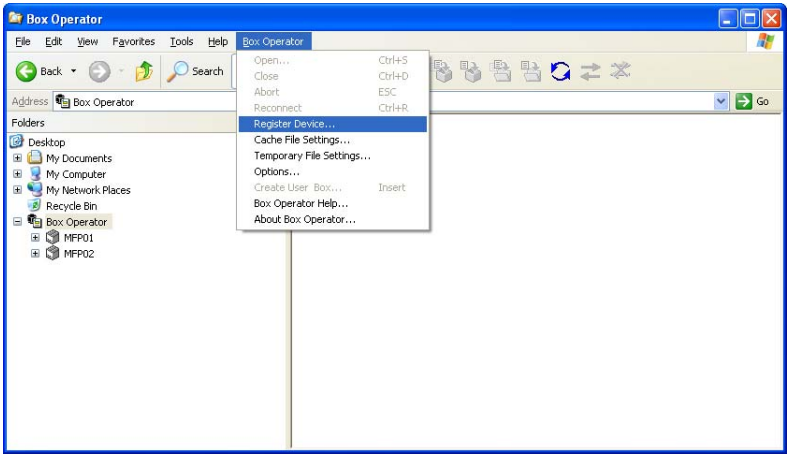
The connection to the multifunctional product is cut and the list of displayed data is cleared.

4.6 To register a connection

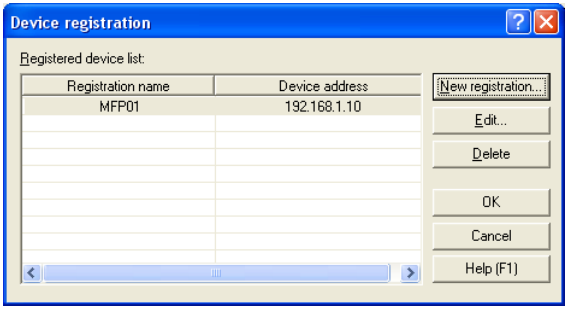
Multiple devices can be registered with Box Operator so that a connection can easily be established. The following procedure describes how to register new connections.

To register a device

1 On the [Box Operator] menu, click [Register Device].

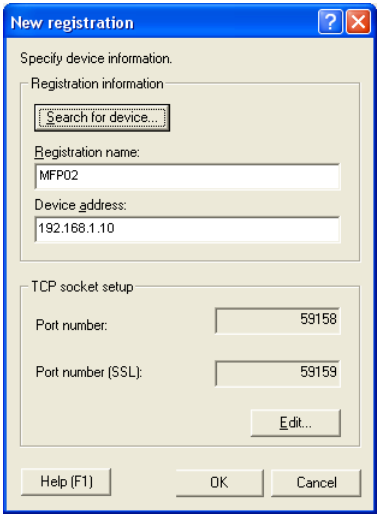


The Device registration dialog box appears.



2 Click [New registration].

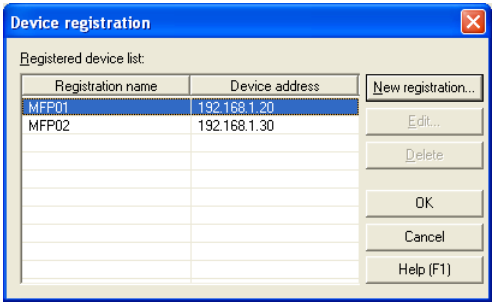
3 Type in the connection information.



- The information can be entered by searching for a connection. Click [Search for device] to display a list of multifunctional products on the network.
- In the "Registration name" box, type the name of the multifunctional product.
- In the "Device address" box, type the address (IP address or host name) for the multifunctional product to be connected to.
- The numbers of the ports used with the TCP socket interface appear in the "TCP socket setup" group box. These settings must be the same as those specified on the multifunctional product. For details on the settings specified on the multifunctional product, contact the administrator of the multifunctional product. To change the settings, click [Edit].

4 Click [OK].

The entered information is added to the "Registered device list" list.



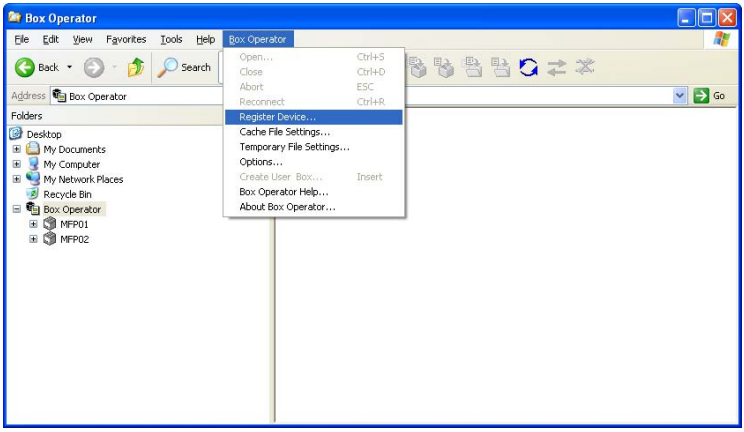
4.7 To delete a connection

Delete a registered connection from the Device registration dialog box.

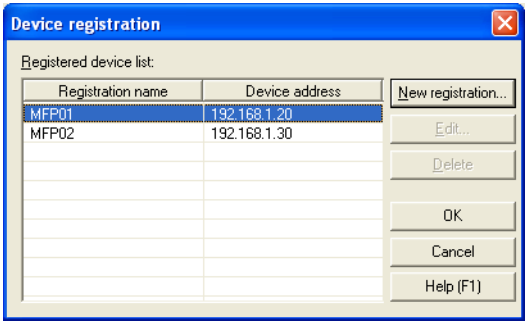
To delete a connected multifunctional product from the Device registration dialog box

The following procedure describes how to delete a connection.

1 On the [Box Operator] menu, click [Register Device].

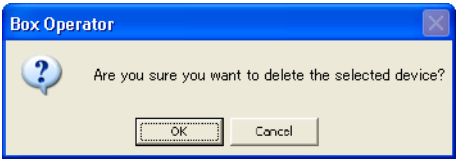


The Device registration dialog box appears.



2 Select the device to be deleted, and then click [Delete].

A confirmation message appears.



3 Click [OK].

The selected information is removed from the "Registered device list" list.

5 Managing Boxes

From Box Operator, various operations can be performed on boxes on connected multifunctional products.

5.1 Displaying Boxes

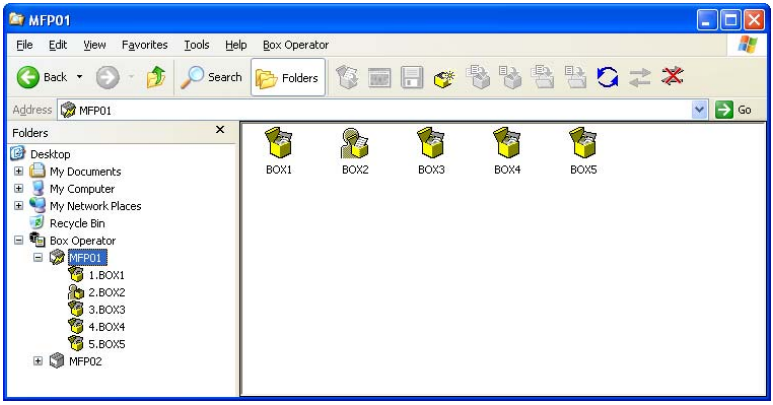
When the icon of a multifunctional product is selected in the tree pane, the list of boxes appears in the list pane. The boxes can be displayed as icons, a list, a detailed list, tiles (large icons) or thumbnails.

In addition, the boxes can be sorted by selecting the desired sorting condition from the menu that appears after clicking [Arrange Icons By] on the [View] menu.

5.1.1 Displaying Box Icons

Perform any of the following operations to display the list of boxes as icons.

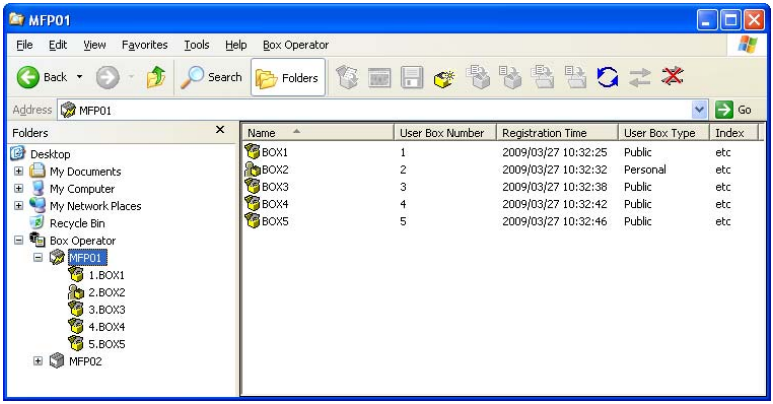
- Click [Icons] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Icons].



5.1.2 Displaying the Box Details

Perform any of the following operations to display the details for the boxes in the list.

- Click [Details] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Details].



5.1.3 Displaying the Box Thumbnails

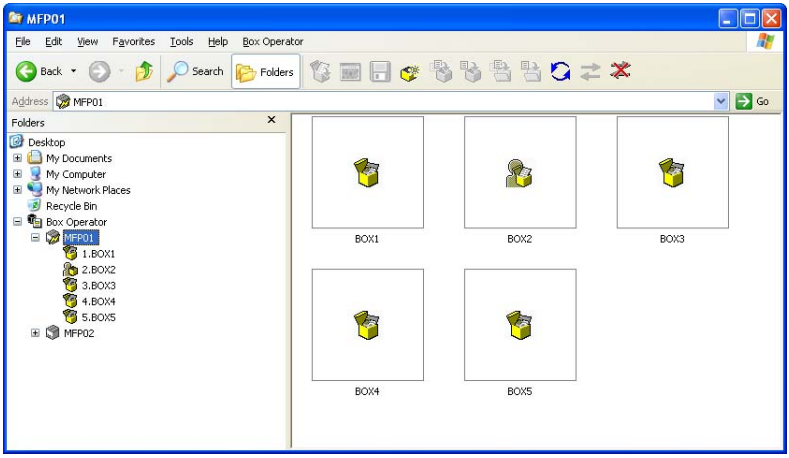
Perform any of the following operations to display the list of boxes as thumbnails.

- Click [Thumbnails] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Thumbnails].

...

Reminder

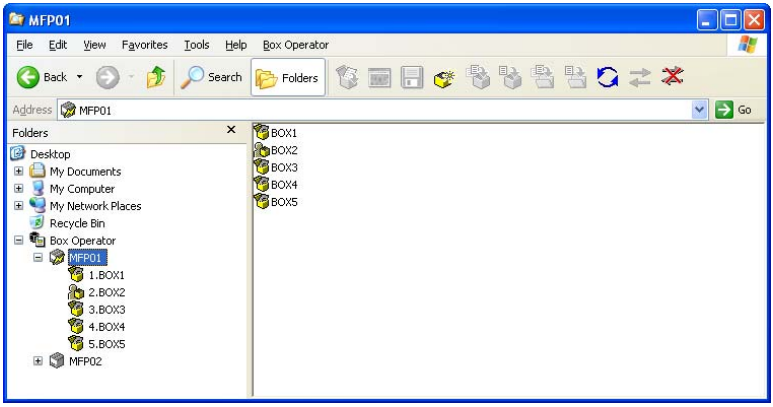
The user box type is displayed as an icon in thumbnail. For details on the icons, refer to "Icons" on page 3-3.



5.1.4 Displaying as a List

Perform any of the following operations to display the boxes as a list.

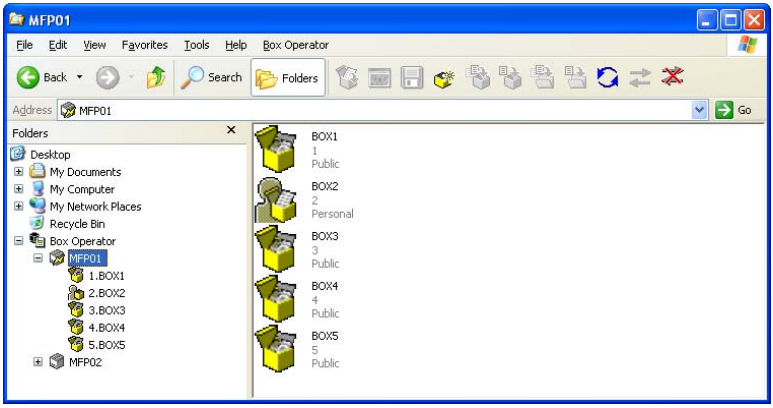
- Click [List] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [List].



5.1.5 Displaying Box Tiles

Perform any of the following operations to display the boxes as large icons.

- Click [Tiles] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Tiles].



5.2 Creating Boxes

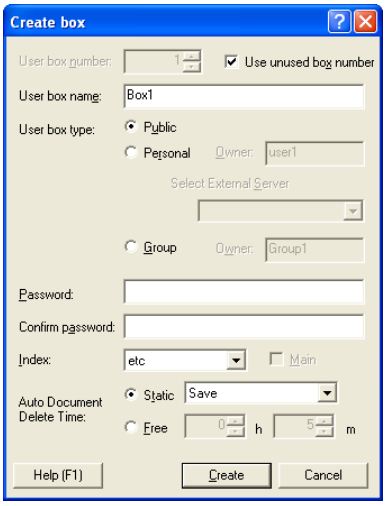
Perform any of the following operations to create a new box on the connected multifunctional product.

- Click [Create User Box] on the [Box Operator] menu.
- Click [Create User Box] in the toolbar.

To create a box by using a command on the [Box Operator] menu

1 On the [Box Operator] menu, click [Create User Box].

The Create box dialog box appears.



2 Type in the information for the box.

- In the "User box name" box, type the name of the box.
- Beside "User box type", select the user box type. If "Personal" is selected, type the name of the box owner in the "Owner" box. At this time, select an authentication server or type it in according to the multifunctional product settings.
  If "Group" is selected, type the name of the group in the "Owner" box.
- In the "Password" box, type the password for the box. Type the same password in the "Confirm password" box.
- From the "Index" list, select the characters used for a search from the control panel of the multifunctional product.
- In the "Auto Document Delete Time" list, select the time when documents are automatically deleted from the box.

3 Click [Create].

The box is created and appears in the list pane.

5.3 Changing the Name of the Box

Perform any of the following operations to change the name of the box.

- Select the icon for the box to be renamed, and then click [Rename] on the [File] menu.
- Right-click the icon for the box to be renamed, and then click [Rename].

...

Note

The name of an open box cannot be changed. In addition, the Memory RX User Box cannot be renamed.

To change the name of a box by using a command on the [File] menu

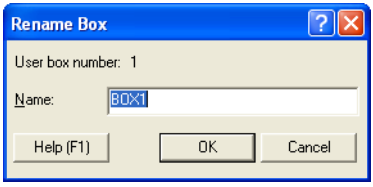
Before changing the name of a box, check for the following.

✔ The password is available for the box to be renamed.

1 Select the icon for the box to be renamed.

2 On the [File] menu, click [Rename].

The Rename user box dialog box appears.



3 In the "Name" box, type the name of the box.

– A maximum of 20 characters can be entered.

4 Click [OK].

– If a password has been specified for the box, the Password confirmation dialog box appears. Type in the password for the box, and then click [OK].

The name of the box is changed.

5.4 Editing the Box Properties

The properties (detailed information) for the box can be edited.

Perform any of the following operations to change the properties for the box.

- Select the icon for the box whose properties are to be changed, and then click [Property] on the [File] menu.
- Right-click the icon for the box whose properties are to be changed, and then click [Property].

...

Note

The properties of an open box cannot be changed. In addition, the properties of the Memory RX User Box cannot be changed.

To change the properties of a box by using a command on the [File] menu

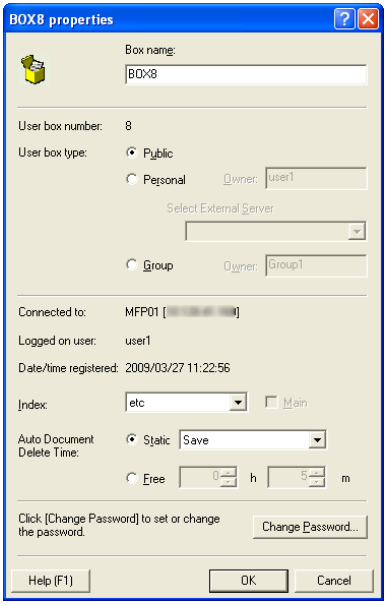
Before changing the properties of a box, check for the following.

✔ The password is available for the box whose properties are to be changed.

1 Select the icon for the box whose properties are to be changed.

2 On the [File] menu, click [Properties].

The following dialog box appears.



3 Change detailed information for the box, if necessary.

- In the "User box name" box, the name of the box can be changed.
- Beside "User box type", the user box type can be changed. If "Personal" is selected, type the name of the box owner in the "Owner" box. At this time, select an authentication server or type it in according to the multifunctional product settings.
  If "Group" is selected, type the name of the group in the "Owner" box.
- From the "Index" list, the characters used for a search from the control panel of the multifunctional product can be changed.
- In the "Auto Document Delete Time" list, the time when documents are automatically deleted from the box can be changed.
- To change the password for the box, click [Change Password].

4 Click [OK].

The properties for the box are changed.

5.5 Deleting a Box

Perform any of the following operations to delete a box.

- Select the icon for the box to be deleted, and then click [Delete] on the [File] menu.
- Right-click the icon for the box to be deleted, and then click [Delete].

Note

An open box cannot be deleted. In addition, the Memory RX User Box cannot be deleted.

To delete a box by using a command on the [File] menu

Before deleting a box, check for the following.

✔ The password is available for the box to be deleted.

1 Select the icon for the box to be deleted.

2 On the [File] menu, click [Delete].

The confirmation message appears.

3 Click [Yes].

– If a password has been specified for the box, the Password confirmation dialog box appears. Type in the password for the box, and then click [OK].

The box is deleted.

6 Managing Documents

6.1 Displaying documents

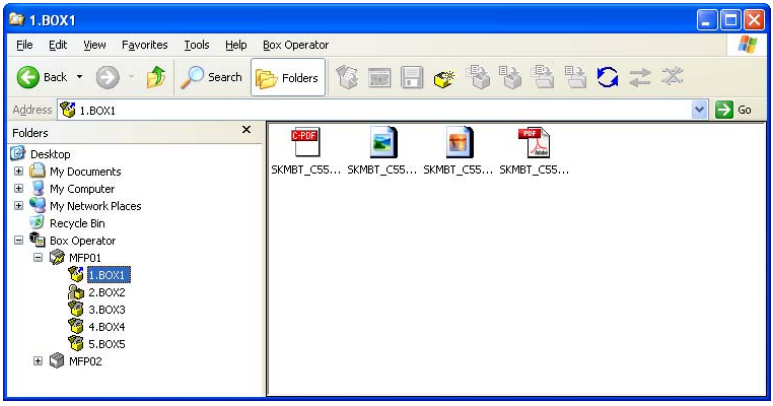
When the icon of a box is selected in the tree pane, the list of files appears in the list pane. The files can be displayed as icons, a list, a detailed list, tiles (large icons) or thumbnails.

In addition, when files are displayed, the files can be sorted by selecting the desired sorting condition from the menu that appears after clicking [Arrange Icons By] on the [View] menu.

6.1.1 Displaying Document Icons

Perform any of the following operations to display the list of saved documents as icons.

- Click [Icons] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Icons].



...

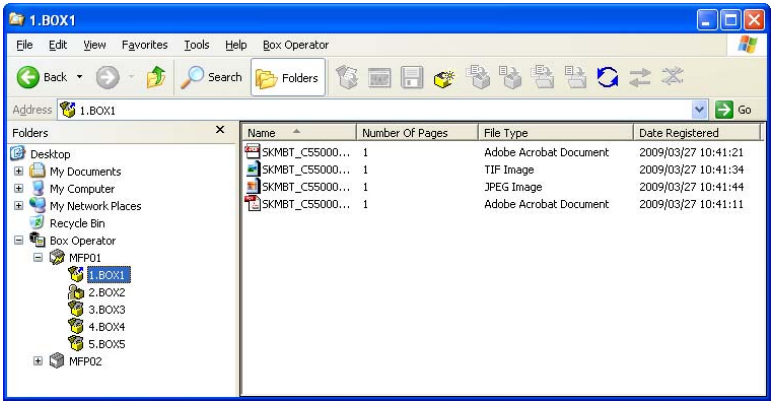
Note

The icon of the application linked to the document is displayed. For details on linking documents to applications, refer to the Windows manual and Help.

6.1.2 Displaying the Document Details

Perform any of the following operations to display the details for the saved documents in the list.

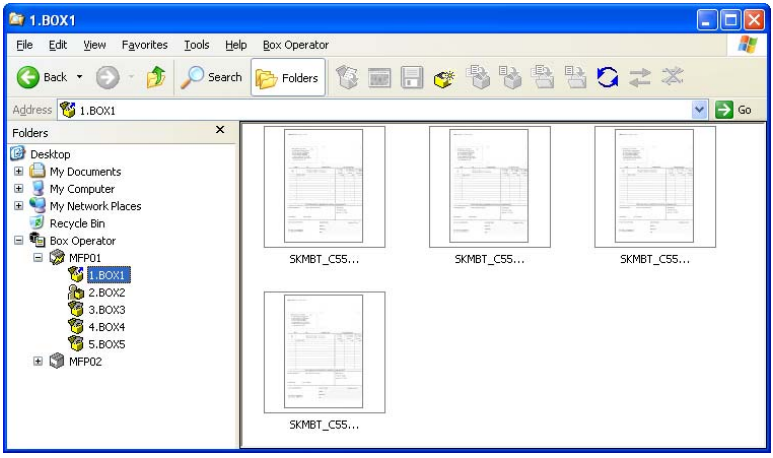
- Click [Details] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Details].



6.1.3 Displaying the Document

Perform any of the following operations to display the list of saved documents as thumbnails.

- Click [Thumbnails] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Thumbnails].



...

Note

The size of the thumbnails can be adjusted. Select [Thumbnail Size] submenu of the [View] menu.

Only the first page of data that consists of multiple pages is displayed.

...

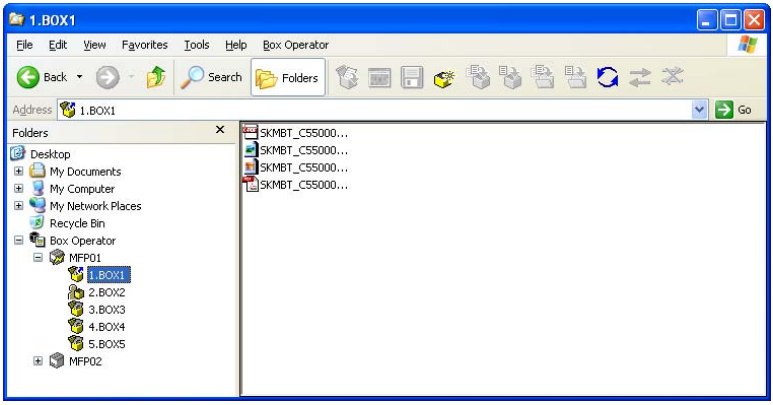
Reminder

If the multifunctional product is set so that color documents cannot be transmitted by the user or account that is logged onto Box Operator, thumbnails of color documents will not be displayed.

6.1.4 Displaying the Document List

Perform any of the following operations to display the list of saved documents.

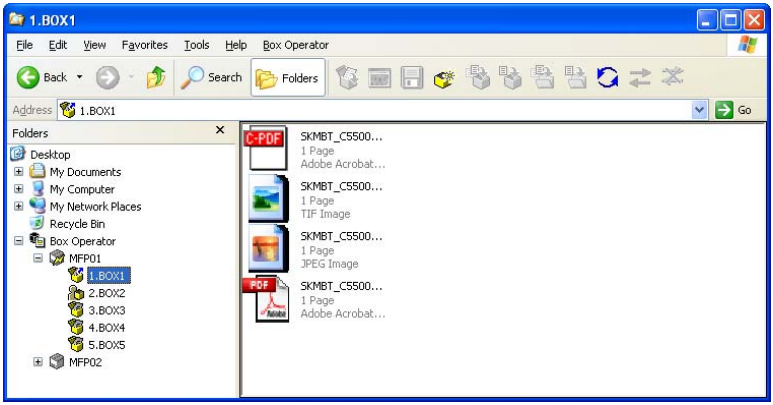
- Click [List] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [List].



6.1.5 Displaying Document Tiles

Perform any of the following operations to display the list of saved documents as large icons.

- Click [Tiles] on the [View] menu.
- Right-click in the list pane, point to [View], and then click [Tiles].



6.2 Opening Documents in the Box Operator Viewer

The selected document can be displayed in a separate window.

...

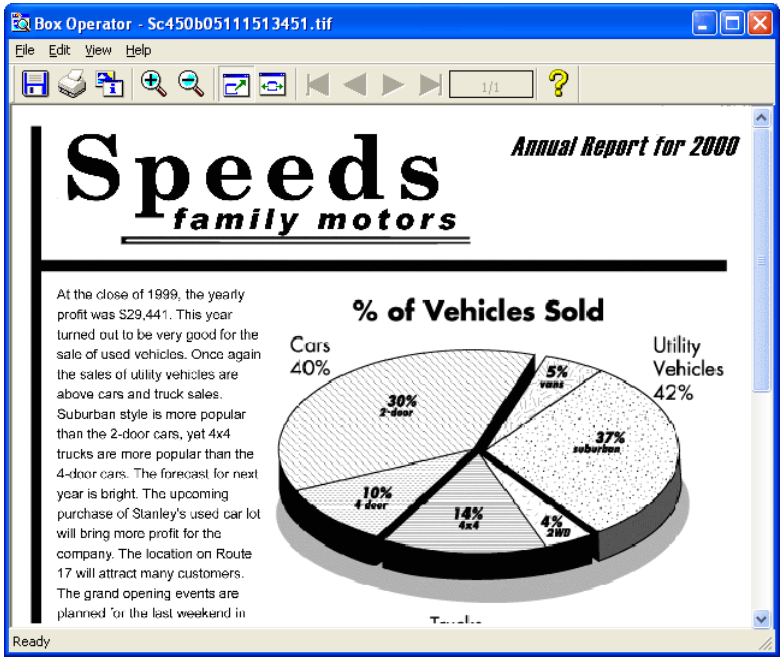
Reminder

Documents in the JPEG and TIFF formats can be opened in the Box Operator viewer.

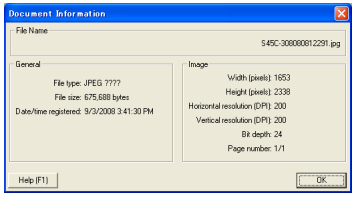
...

Reminder

If the multifunctional product is set so that color documents cannot be transmitted by the user or account that is logged onto Box Operator, color documents cannot be opened in the Box Operator viewer.


Box Operator - Sc450b05111513451.tif
File Edit View Help
1/1
Speeds
family motors
Annual Report for 2000
At the close of 1999, the yearly profit was $29,441. This year turned out to be very good for the sale of used vehicles. Once again the sales of utility vehicles are above cars and truck sales. Suburban style is more popular than the 2-door cars, yet 4x4 trucks are more popular than the 4-door cars. The forecast for next year is bright. The upcoming purchase of Stanley's used car lot will bring more profit for the company. The location on Route 17 will attract many customers. The grand opening events are planned for the last weekend in
% of Vehicles Sold
Cars 40%
Utility Vehicles 42%
30% 2-door
5% vans
37% suburban
10% 4 door
14% 4x4
4% 2WD
Ready

When the data is displayed in a separate window, the following operations can be performed.

Menu	Command	Description
File	Save As	Saves the displayed data to the specified folder on the computer. A different file format cannot be selected.
	Page Setup	Sets up the layout of the page.
	Print Preview	Displays a preview of how the image will appear when it is printed.
	Print	Prints the displayed data. For details, refer to “To print a document” on page 6-18.
	Exit	Closes the window that is displayed.
Edit	Copy	Copies the displayed data.
	Show Document Information	Displays information such as the name, file type and resolution for the displayed data. 
View	Toolbar	Displays or hides the toolbar.
	Status Bar	Displays or hides the status bar.
	(Zoom ratios)	Select the display size.
	Fit in Window	Displays the entire document to fit within the window.
	Fit Width	Displays the document so that its width fits the width of the window.
	First Page Prev Page Next Page Last Page	Available when a document containing multiple pages is displayed. Select the document page to be displayed.
	Go To	Available when a document containing multiple pages is displayed. Specify the document page to be displayed.
	Rotate	Rotates the documents.

Perform any of the following operations to display a document in the Box Operator viewer.

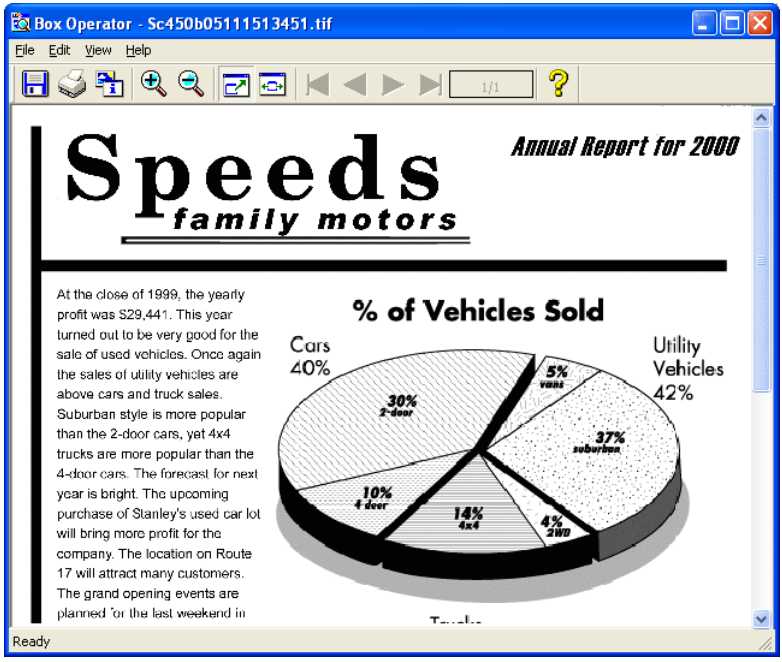
- Select the icon for the document, and then click [Open With Box Operator Viewer] on the [File] menu.
- Select the icon for the document, and then click [Open With Box Operator Viewer].

To open a document in the Box Operator viewer by using a command on the [File] menu

1 Select the document to be opened in the Box Operator viewer.

2 On the [File] menu, click [Open With Box Operator Viewer].

The Box Operator viewer starts up and the document is displayed.


Box Operator - Sc450b05111513451.tif
File Edit View Help
1/1
Speeds
family motors
Annual Report for 2000
At the close of 1999, the yearly profit was $29,441. This year turned out to be very good for the sale of used vehicles. Once again the sales of utility vehicles are above cars and truck sales. Suburban style is more popular than the 2-door cars, yet 4x4 trucks are more popular than the 4-door cars. The forecast for next year is bright. The upcoming purchase of Stanley's used car lot will bring more profit for the company. The location on Route 17 will attract many customers. The grand opening events are planned for the last weekend in
% of Vehicles Sold
Cars 40%
Utility Vehicles 42%
30% 2-door
5% vans
37% suburban
10% 4-door
14% 4x4
4% 2WD
Ready

6.3 Opening Documents in a Specific Application

A document can be opened in an application other than the Box Operator viewer. The application linked to the file format of the selected document is started up.

Perform any of the following operations to display a document in a specific application.

- Double-click the icon for the document.
- Select the icon for the document, and then press the [Enter] key in the keyboard.
- Select the icon for the document, and then click [Open] on the [File] menu.
- Right-click the icon for the document, and then click [Open].

Reminder

When opening the document in an application other than the one linked to it, click [Open With], or drag the document into the window of the application that you wish to open it in.

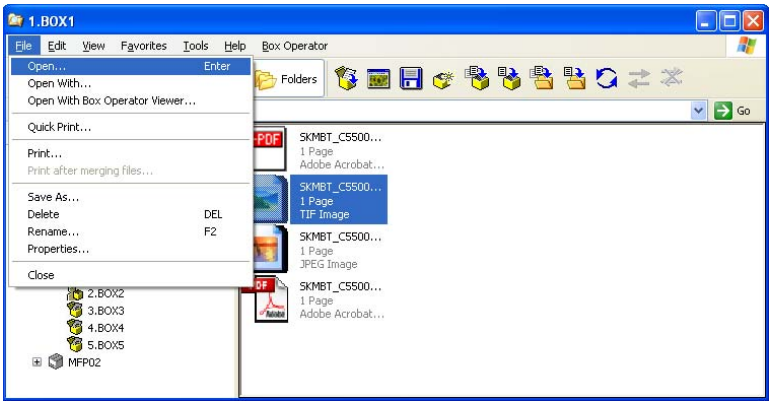
Reminder

If the multifunctional product is set so that color documents cannot be transmitted by the user or account that is logged onto Box Operator, color documents cannot be opened.

To open a document by using a command on the [File] menu

1 Select the document to be opened.

2 On the [File] menu, click [Open].



– To open the document in an application other than the one that it is linked to, click [Open With].

The application starts up and the document is displayed.

6.4 To change the document name

The file name of a document saved in a box can be changed.

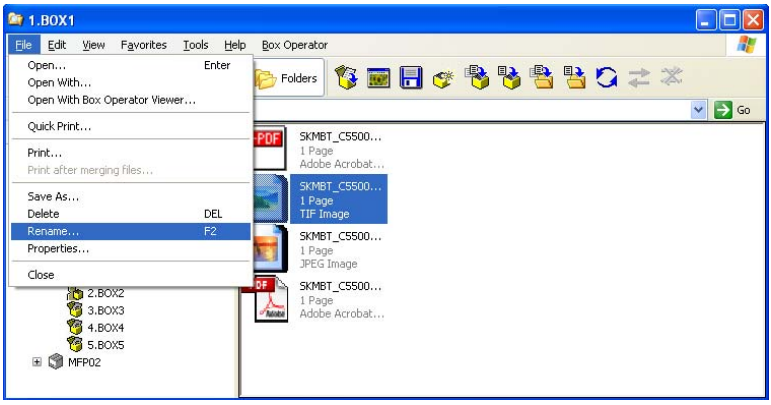
Perform any of the following operations to change the name of the document.

- Select the icon for the document, and then click [Rename] on the [File] menu.
- Right-click the icon for the document, and then click [Rename].

To change the name of a document by using a command on the [File] menu

1 Select the icon for the document to be renamed.

2 On the [File] menu, click [Rename].



3 Type in the new name, and then click [OK].

...

Note

The file extension cannot be changed.

6.5 To save a document onto the computer

A document saved in a box can be saved onto the computer.

Perform any of the following operations to save a document on the computer.

- Select the icon for the document, and then click [Save As] on the [File] menu.
- Right-click the icon for the document, and then click [Save As].
- Select the icon for the document, and then click [Copy To Folder] on the [Edit] menu.
- Right-click the icon for the document, and then click [Copy To Folder].
- Select the icon for the document, and then click [Copy To Folder] in the toolbar.
- Select the icon for the document, and then click [Move To Folder] on the [Edit] menu.
- Right-click the icon for the document, and then click [Move To Folder].
- Select the icon for the document, and then click [Move To Folder] in the toolbar.

...

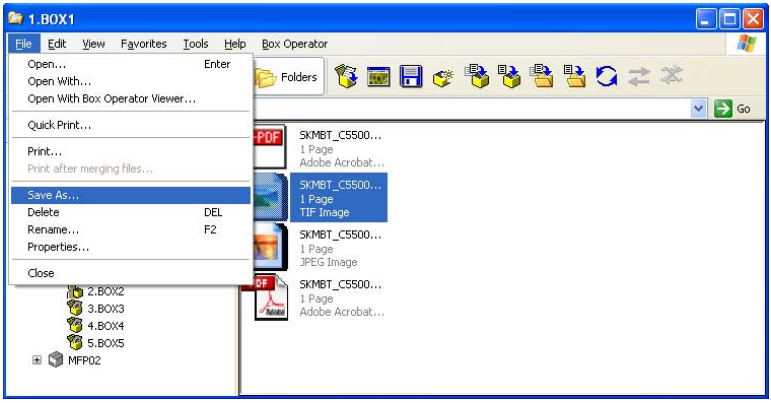
Reminder

If the multifunctional product is set so that color documents cannot be transmitted by the user or account that is logged onto Box Operator, documents cannot be saved on the computer.

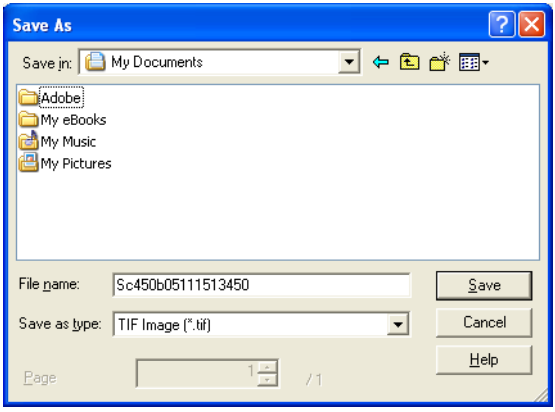
To save a document with a different name by using a command on the [File] menu

1 Select the icon for the document to be saved.

2 On the [File] menu, click [Save As].



3 Select the drive and folder where the data is to be saved, and then type in the new name if the file is to be renamed.



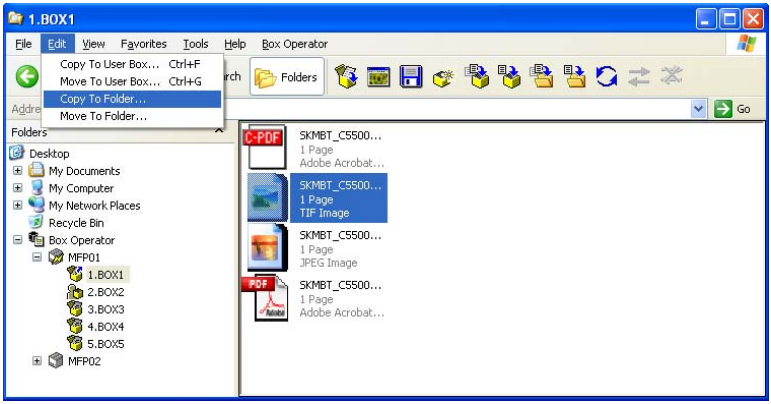
– From the "Save as type" list, select the type of file to be saved.
– The file formats that can be selected from the "Save as type" list may be different depending on the multifunctional product being used and the file format of the document selected in the list pane.
– The page to be saved can be specified in the "Page" box. The page number can be specified only when the selected document has the PDF or TIFF format and has multiple pages and when the JPEG format is selected in the "Save as type" list.

4 Click [Save].

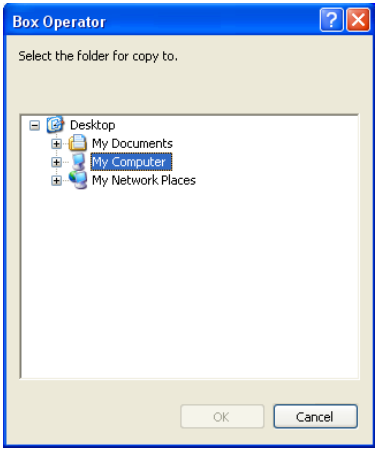
To copy a document to a computer folder by using a command on the [Edit] menu

1 Select the icon for the document to be copied.

2 On the [Edit] menu, click [Copy To Folder].



3 Select the folder where the document is to be copied.

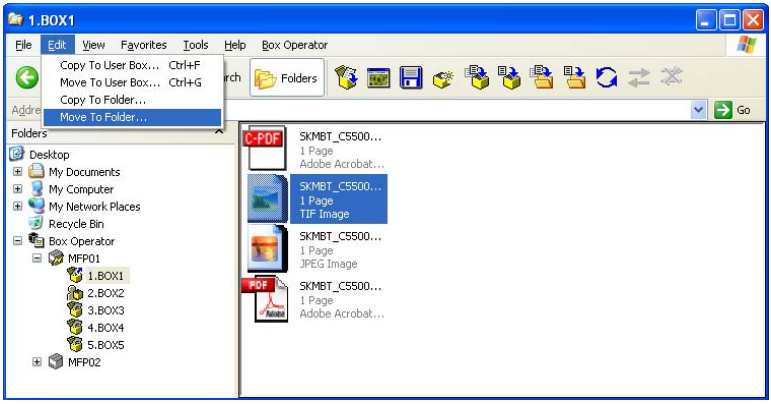


4 Click [OK].

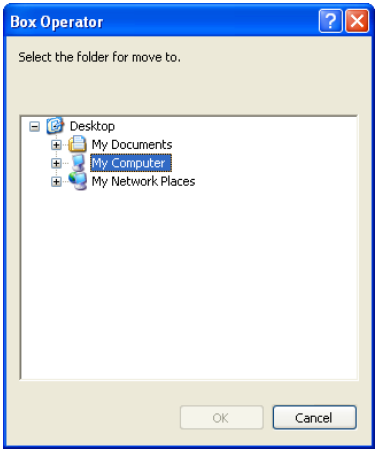
To move a document to a computer folder by using a command on the [Edit] menu

1 Select the icon for the document to be moved.

2 On the [Edit] menu, click [Move To Folder].



3 Select the folder where the document is to be moved.



4 Click [OK].

6.6 Copying Documents to Other Boxes

A document in the box can be copied to a different box.

Perform any of the following operations to copy a document to a different box.

- Select the icon for the document, and then click [Copy To User Box] on the [Edit] menu.
- Right-click the icon for the document, and then click [Copy to user box].
- Click [Copy to user box] in the toolbar.

...

Note

A document cannot be copied to the Memory RX User Box and the Annotation Box. In addition, a document cannot be copied to a box on a different multifunctional product.

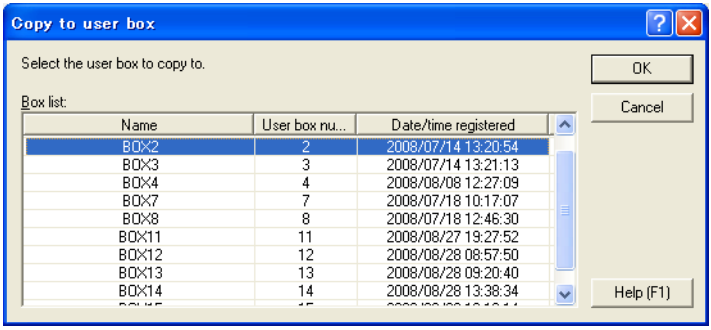
To copy a document to another box by using a command on the [Edit] menu

1 Select the icon for the document to be copied to another box.

– Multiple documents can be selected.

2 On the [Edit] menu, click [Copy To User Box].

The Copy to user box dialog box appears.



3 Select the user box where the document is to be copied to, and then click [OK].

The document is copied to the selected box.

6.7 Moving Documents to Other Boxes

A document in the box can be moved to a different box.

Perform any of the following operations to move a document to a different box.

- Select the icon for the document, and then click [Move To User Box] on the [Edit] menu.
- Right-click the icon for the document, and then click [Move to User Box].
- Click [Move to user box] in the toolbar.

...

Note

A document cannot be moved to the Memory RX User Box and the Annotation Box. In addition, a document cannot be moved to a box on a different multifunctional product.

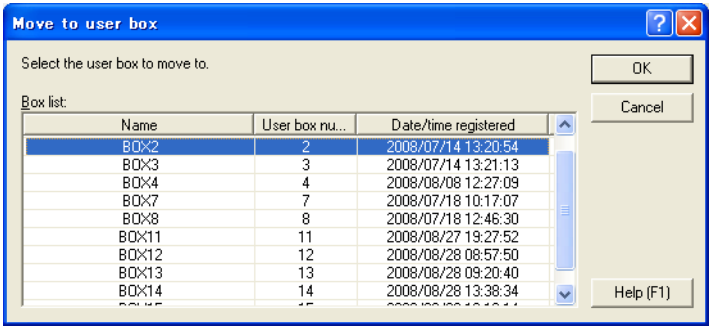
To move a document to another box by using a command on the [Edit] menu

1 Select the icon for the document to be moved to another box.

– Multiple documents can be selected.

2 On the [Edit] menu, click [Move To User Box].

The Move to user box dialog box appears.



3 Select the user box where the document is to be moved to, and then click [OK].

The document is moved to the selected box.

6.8 To delete a document

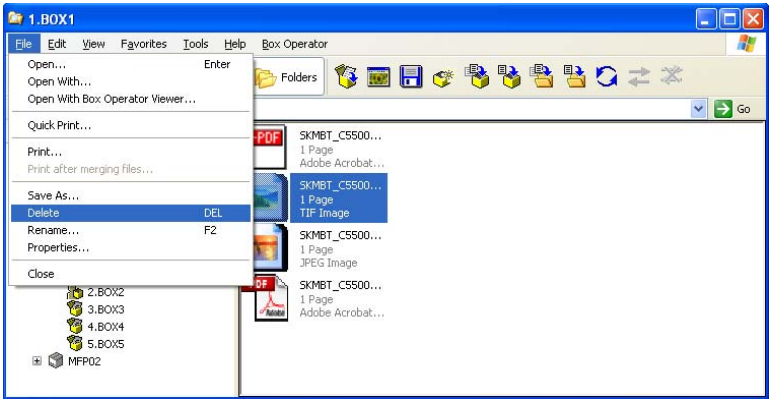
Perform any of the following operations to delete a document.

- Select the icon for the document, and then click [Delete] on the [File] menu.
- Right-click the icon for the document, and then click [Delete].

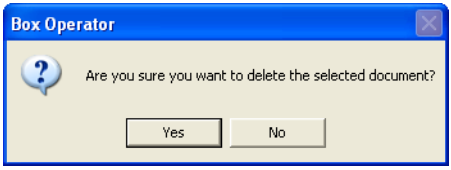
To delete a document by using a command on the [File] menu

1 Select the icon for the document to be deleted.

2 On the [File] menu, click [Delete].



The following confirmation message appears.



3 Click [OK].

The document is deleted.

6.9 To print a document

Perform any of the following operations to print the selected document.

- Open the document in the Box Operator viewer, and then click [Print] on the [File] menu.
- Open the document in a different application, and then perform the application's print operation.
- Select the icon for the document, and then click [Print] on the [File] menu.
- Select the icon for the document, and then click [Quick Print]on the [File] menu.

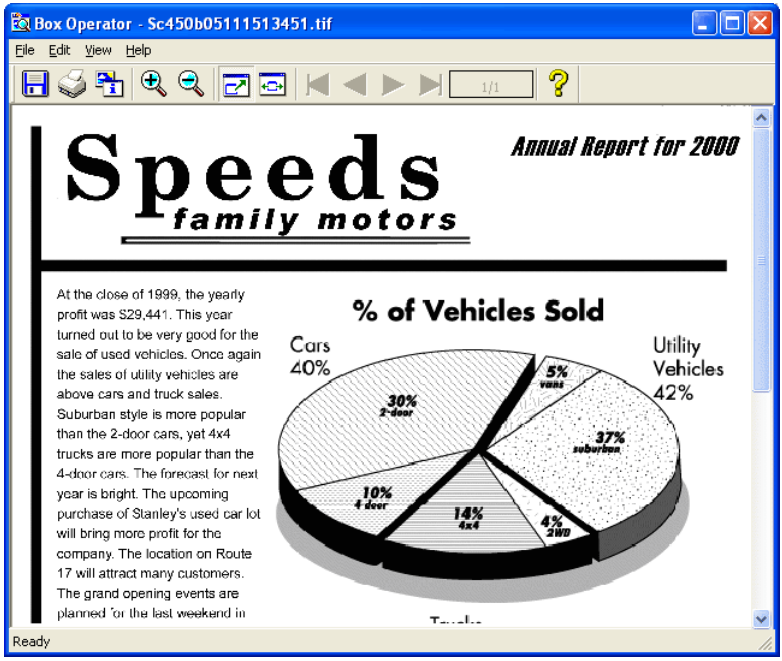
...

Reminder

For details on printing from an application other than the Box Operator viewer, refer to the manual for that application.

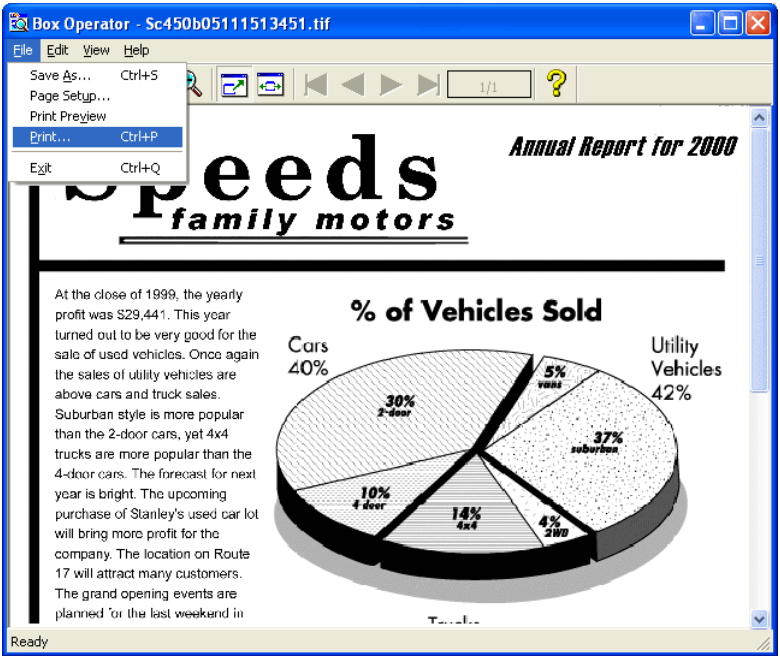
To print a document from the Box Operator viewer

1 Open the document to be printed in the Box Operator viewer.

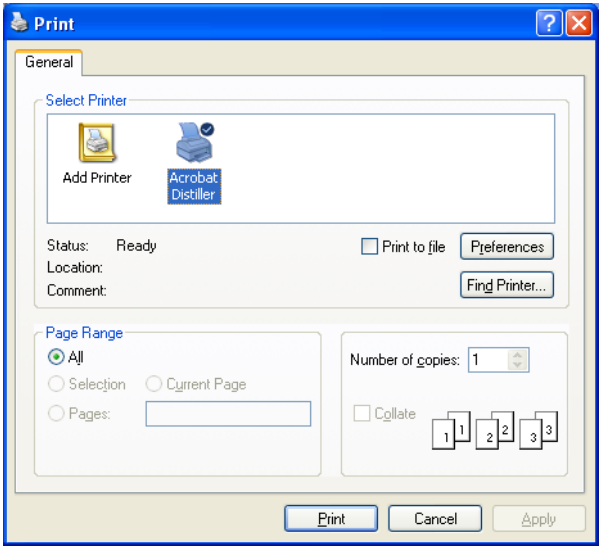

Box Operator - Sc450b05111513451.tif
File Edit View Help
Speeds
family motors
Annual Report for 2000
At the close of 1999, the yearly profit was $29,441. This year turned out to be very good for the sale of used vehicles. Once again the sales of utility vehicles are above cars and truck sales. Suburban style is more popular than the 2-door cars, yet 4x4 trucks are more popular than the 4-door cars. The forecast for next year is bright. The upcoming purchase of Stanley's used car lot will bring more profit for the company. The location on Route 17 will attract many customers. The grand opening events are planned for the last weekend in
% of Vehicles Sold
Cars 40%
Utility Vehicles 42%
30% 2-door
5% vans
37% suburban
10% 4 door
14% 4x4
4% 2WD
Ready

– For details on opening the document in the Box Operator viewer, refer to "Opening Documents in the Box Operator Viewer" on page 6-5.

2 On the [File] menu of the Box Operator viewer, click [Print].



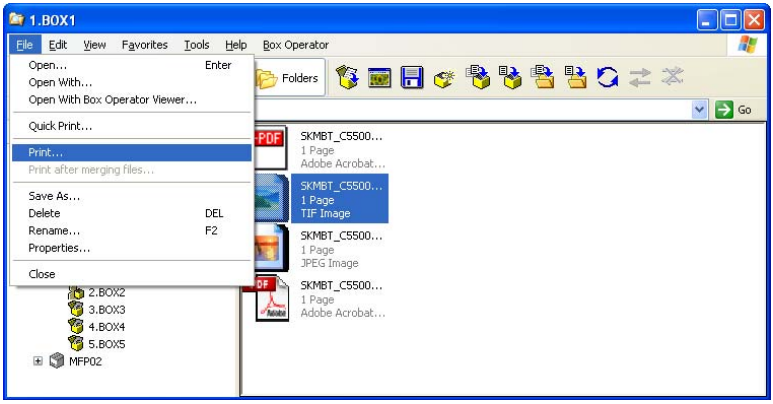
3 Specify the number of copies to be printed, and then click [Print].



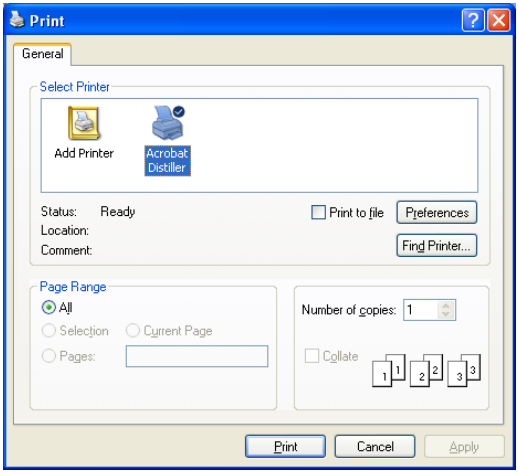
To print a document by using a command on the [File] menu

1 Select the icon for the document to be printed.

2 On the [File] menu, click [Print].



3 Specify the number of copies to be printed, and then click [Print].



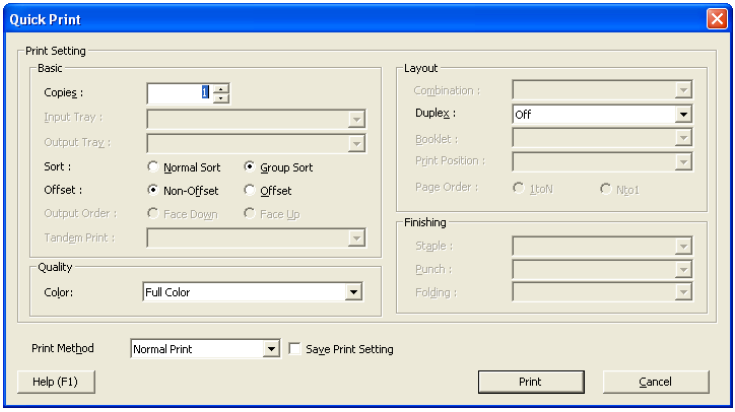
6.10 Quick printing

Using the multifunctional product where a user is logged on, a document in a box can quickly be printed. At this time, print settings can be specified from the Quick Print dialog box.

To perform the quick print operation

1 Select the icon for the document to be printed.

2 Clicking [Quick Print] on the [File] menu displays the Quick Print dialog box.



3 The settings that can be specified differ depending on the functions and options that the device is equipped with.

4 To save the specified print settings, select the "Save Print Setting" check box.

5 Click the [Print] button to begin quick printing.

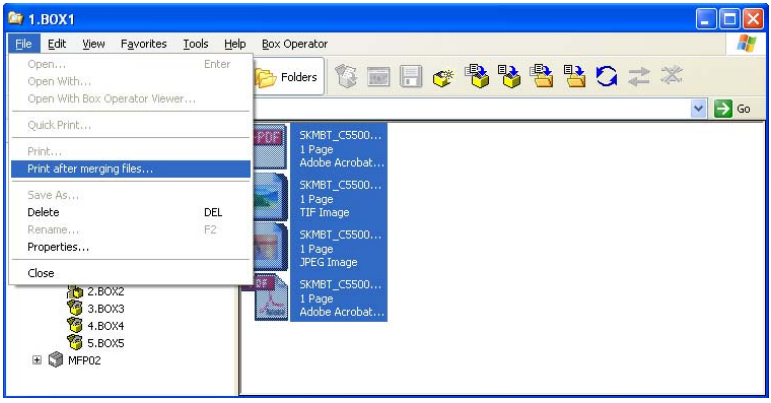
6.11 Merging and Printing Documents

Multiple documents can be merged and printed together.

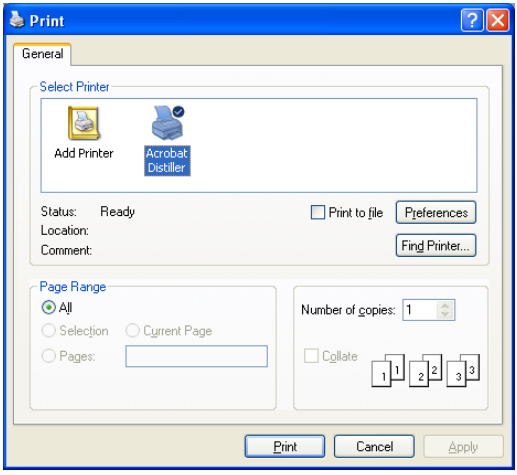
To merge and print documents

1 Select the icons for the multiple documents to be merged and printed.

2 On the [File] menu, click [Print after merging files].



3 Specify the number of copies to be printed, and then click [Print].



7 Other Operations

7.1 Specifying Cache File Settings

In order to display thumbnails, downloaded images are temporarily saved on the computer. These are called cache files. Settings can be specified to manage these cache files.

If a cache file is saved, the thumbnail can quickly be displayed the next time that the data is selected.

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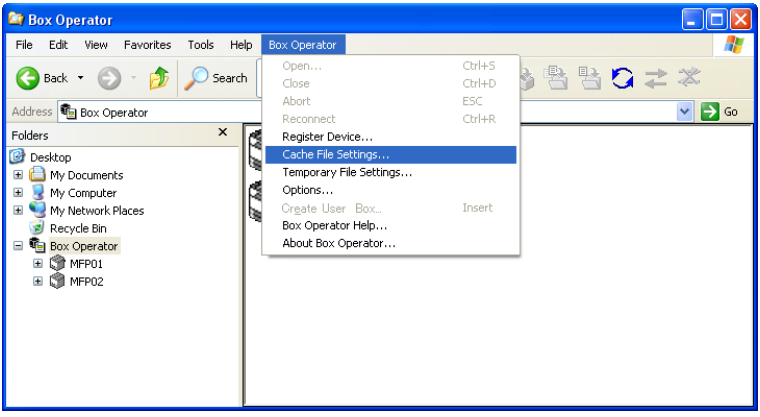
Note

When Box Operator is started up, cache files are automatically deleted if they have a modification date older than five days.

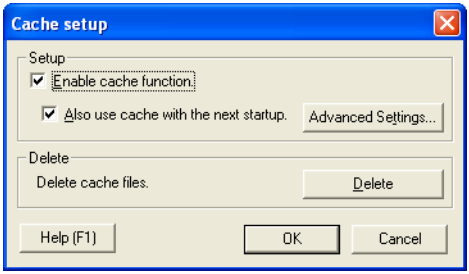
The cache file settings cannot be specified while the multifunctional product is connected. In order to specify the settings, disconnect from the multifunctional product.

To specify settings for the cache files

1 On the [Box Operator] menu, click [Cache File Settings].



2 Specify the cache settings.

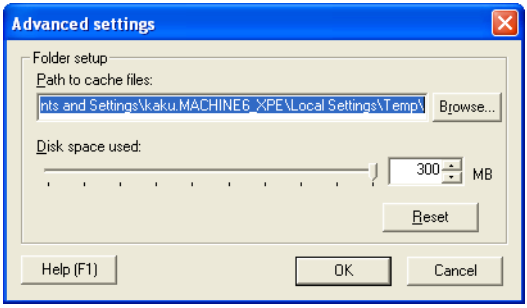


3 Click [OK].

The following settings can be specified.

Item	Description
Enable cache function.	Specify whether or not thumbnail images are saved as cache files. To save the cache files, select the check box.
Also use cache with the next startup.	Specify whether or not cache files are reused the next time that the utility starts. To reuse the cache files, select the check box.
Delete cache files.	To delete all cache files that are currently saved, click [Delete].

To specify more advanced settings for saving the cache files, click [Advanced Settings].



Item	Description
Path to cache files	Specify the folder where the cache files are saved. To change the folder, click [Browse], and then select the folder.
Disk space used	Specify the amount of space on the disk where the cache files are saved. Either drag the slider or type in a value. When the cache files exceed the specified value, they are automatically deleted.
Reset	Click to return all settings to those immediately after the utility was installed.

7.2 To specify settings for temporary files

In order to display data, document images are temporarily saved on the computer. These are called temporary files. Settings can be specified to manage these temporary files.

If a temporary file is saved, the document image can quickly be displayed the next time that the data is displayed.

...

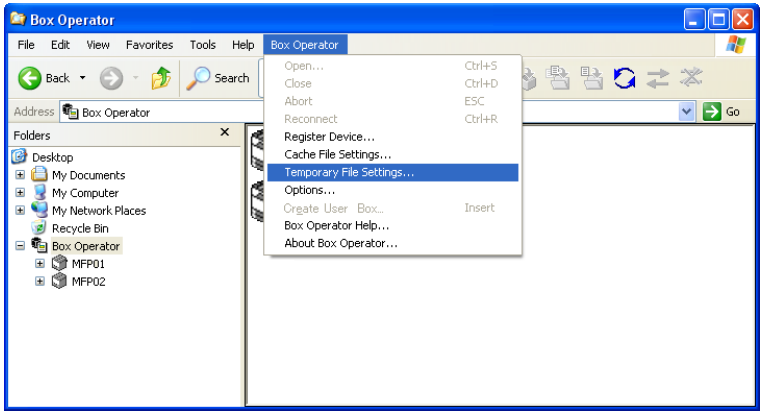
Note

When Windows starts, temporary files are deleted if they have a modification date older than 48 hours.

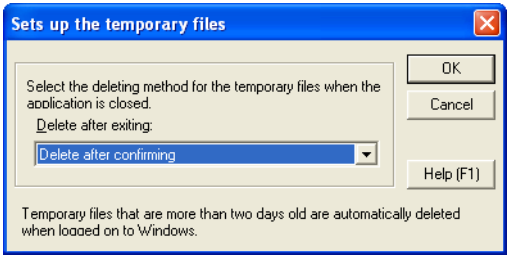
The temporary file settings cannot be specified while the multifunctional product is connected. In order to specify the settings, disconnect from the multifunctional product.

To specify temporary file settings

1 On the [Box Operator] menu, click [Temporary File Settings].



2 Select when the temporary files are deleted.


Sets up the temporary files
Select the deleting method for the temporary files when the application is closed.
Delete after exiting:
Delete after confirming
OK
Cancel
Help (F1)
Temporary files that are more than two days old are automatically deleted when logged on to Windows.

3 Click [OK].

7.3 Options

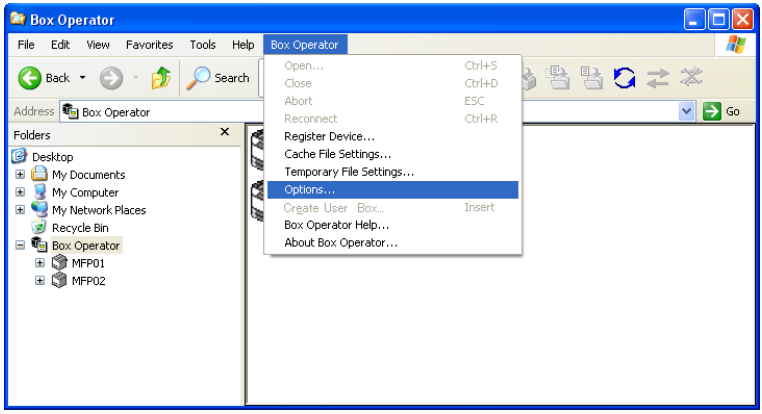
Settings for various other operations can be specified.

The following settings can be specified.

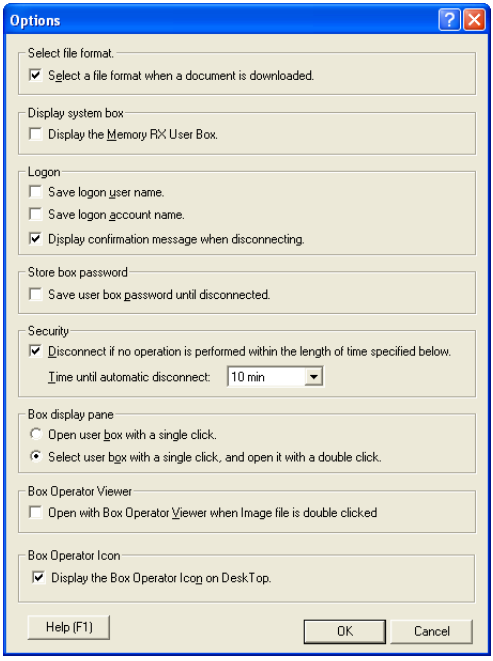
Item	Description
Select a file format when a document is downloaded.	Specifies whether a file format can be selected when a document is opened in the Box Operator viewer or a different application.
Display the Memory RX User Box.	Displays the Memory RX User Box.
Save logon user name.	Specifies whether the name of the logged on user is saved when the multifunctional product performs user authentication.
Save logon account name.	Specifies whether the name of the logged on account is saved when the multifunctional product performs account tracking.
Display confirmation message when disconnecting.	Specifies whether a confirmation message is displayed when the connection to the multifunctional product is cut.
Save box password until disconnected.	Specifies whether the box password is saved until the connection to the multifunctional product is cut.
Disconnect if no operation is performed within the length of time specified below.	Specifies whether the transmission is disconnected if no operation is performed for a specified length of time.
Time until automatic disconnect	Specify the length of time until the transmission is automatically disconnected when no operation is performed for a specified length of time.
Box display pane	Specifies how a connection to a box is established from the list pane.
Open user box with a single click.	Specifies that a connection to a box can be established simply by clicking the icon for the box in the list pane.
Select user box with a single click, and open it with a double click.	Specifies that a connection to a box can no longer be established simply by clicking the icon for the box in the list pane. Perform any of the following operations to establish a connection to a box. • Double-click the icon for the box. • Select the icon for the box, and then press the [Enter] key in the keyboard.
Box Operator Viewer	Specifies that an image file is opened in the Box Operator viewer simply by double-clicking the file in the list pane.
Box Operator Icon	Display the Box Operator Icon on DeskTop.

To specify the settings

1 On the [Box Operator] menu, click [Options].



2 Specify the desired settings.


Options
Select file format.
Select a file format when a document is downloaded.
Display system box
Display the Memory RX User Box.
Logon
Save logon user name.
Save logon account name.
Display confirmation message when disconnecting.
Store box password
Save user box password until disconnected.
Security
Disconnect if no operation is performed within the length of time specified below.
Time until automatic disconnect: 10 min
Box display pane
Open user box with a single click.
Select user box with a single click, and open it with a double click.
Box Operator Viewer
Open with Box Operator Viewer when Image file is double clicked
Box Operator Icon
Display the Box Operator Icon on DeskTop.
Help (F1)
OK
Cancel

3 Click [OK].

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